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EXECUTIVE REGISTRY

NOV 13 1956

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NEXT REVIEW DATE: 2/3/81 REVIEWER: [redacted]

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MEMORANDUM FOR: Assistant Director for National Estimates

SUBJECT: Study of Readability of Agency Memoranda

1. Mr. Dulles recently expressed his personal interest in improving the readability of Agency memoranda, and asked that a study of the subject be undertaken.

2. Members of the Office of Training and the Management Staff have begun the requested study and are now at a point where they need further information about current writing practices and problems in the various Offices.

3. You are requested to designate a member of your staff who is familiar with the writing and editorial procedures of the Office to provide information and assistance to those who are making the study. Please send the name of your representative to the Chief, Intelligence School, Office of Training.

[redacted]
Assistant to DD/I (Planning)

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MEMORANDUM FOR: Assistant Director for Operations

SUBJECT: Study of Readability of Agency Memoranda

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2. Members of the Office of Training and the Management Staff have begun the requested study and are now at a point where they need further information about current writing practices and problems in the various Offices.

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[redacted]

Assistant to DD/I (Planning)

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MEMORANDUM FOR: Assistant Director for Central Reference

SUBJECT: Study of Readability of Agency Memoranda

1. Mr. Dulles recently expressed his personal interest in improving the readability of Agency memoranda, and asked that a study of the subject be undertaken.

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[redacted]

Assistant to DD/I (Planning)

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MEMORANDUM FOR: Assistant Director for Current Intelligence

SUBJECT: Study of Readability of Agency Memoranda

1. Mr. Dulles recently expressed his personal interest in improving the readability of Agency memoranda, and asked that a study of the subject be undertaken.

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[redacted]

Assistant to DD/I (Planning)

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MEMORANDUM FOR: Assistant Director for Research and Reports

SUBJECT: Study of Readability of Agency Memoranda

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2. Members of the Office of Training and the Management Staff have begun the requested study and are now at a point where they need further information about current writing practices and problems in the various Offices.

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[redacted]

Assistant to DD/I (Planning)

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MEMORANDUM FOR: Assistant Director for Scientific Intelligence

SUBJECT: Study of Readability of Agency Memoranda

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2. Members of the Office of Training and the Management Staff have begun the requested study and are now at a point where they need further information about current writing practices and problems in the various Offices.

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Assistant to DD/I (Planning)

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EC 6-2665-A

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MEMORANDUM FOR: Assistant Director for Basic Intelligence

SUBJECT: Study of Readability of Agency Memoranda

1. Mr. Dulles recently expressed his personal interest in improving the readability of Agency memoranda, and asked that a study of the subject be undertaken.

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